AN AASIS TRAINING GUIDE
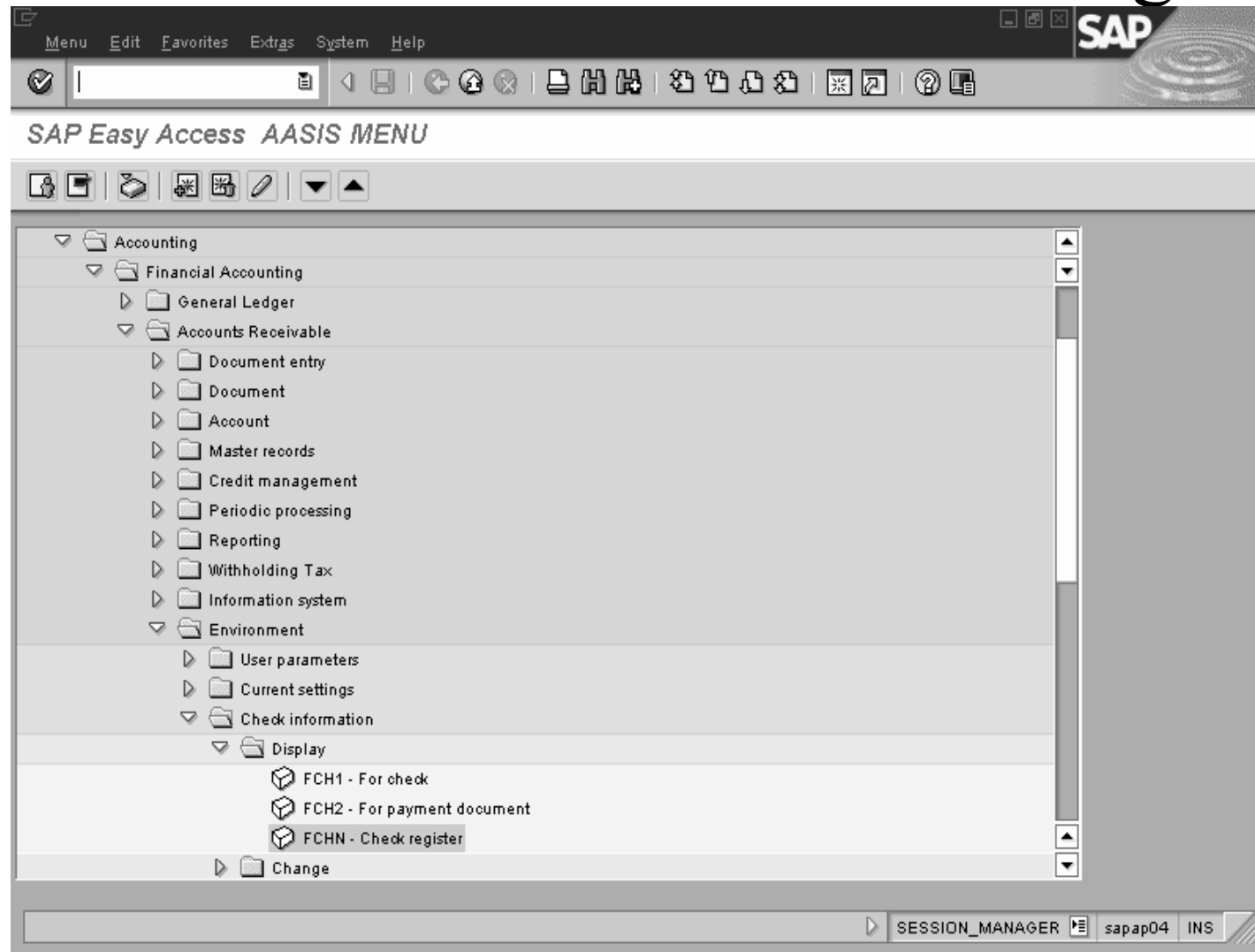
Advanced Accounts Payable Reporting

BEST IF PRINTED IN SLIDE VIEW

Viewing Checks and Warrants

- FCHN, the check register, lists all checks or warrants issued. Fund and accounting information is not included in the check register. The check register can be used to determine the payee, and whether or not the check has been cleared or cancelled.

- FCH1 can be used to display this information for an individual check or warrant.

- ZWARR_DETAIL is a list of warrants that includes the accounting and controlling information.

Transaction FCHN – Check Register

AASIS Support Center
   November 2004

Enter ARK in Paying company code. For Treasury warrants, enter TREAS in House bank and TREA1 in Account ID. If using a local house bank, enter House bank code or select from the drop-down. Enter Account ID for the local house bank.

Check Register

Paying company code	to	
House bank	to	
Account ID	to	

☐ Payroll checks

General selections | Further selections

General selections

Bank key	to	
Bank account number	to	
Check number	to	
Currency	to	
Amount	to	

Output control

☐ List of outstanding checks

Additional heading

Items paid

Select List of outstanding checks in Output control if desired. Scroll down to Items paid.

AASIS Support Center
November 2004

Items paid

- ○ W/out line items
- ◉ With line items

Display variant

/CK#/BA

2SAP (SUM)

Select with or without line items under items paid.

Display variant: Choose

Variant	Display variant name				
/CK#/BA	Check number/Business Area	✓	✓	✓	
1SAP	Standard Variant	✓	✓		
2SAP(HR)	Variants with data for HR	✓	✓		
3SAP(OC)	List of outstanding checks	✓	✓		
4SAP(PR)	Pmnt run	✓	✓		

✓ Copy

← Without line items
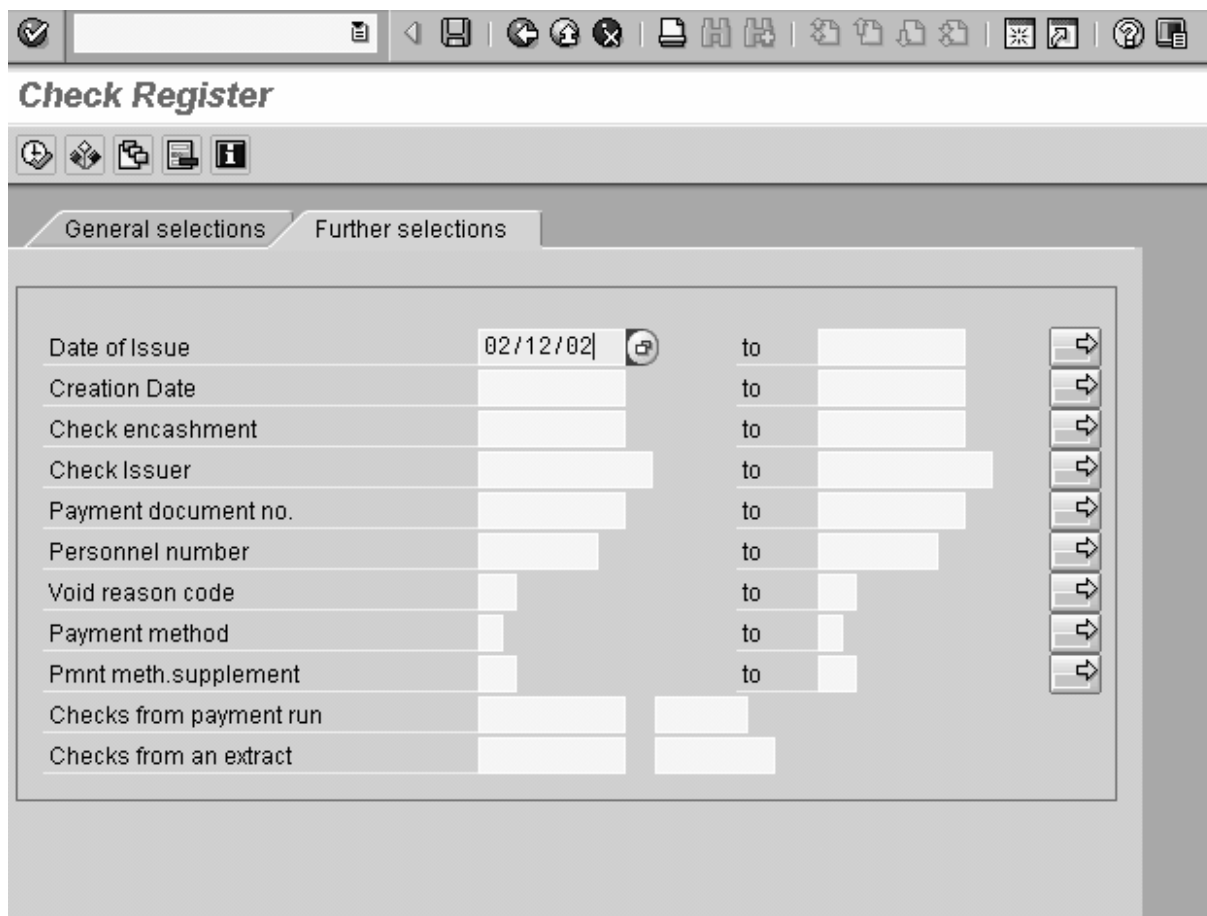
Display variant: Choose

Variant	Display variant name				
/CHECKS455	SEE WHEN VENDOR PAID	✓			
1SAP	Standard variant, no totals	✓			
2SAP(SUM)	Standard variant, with totals	✓	✓		

✓ Copy

← With line items

Choose desired variant for viewing.

Check Register

General selections | Further selections

		to		
Date of Issue	02/12/02	to		
Creation Date		to		
Check encashment		to		
Check Issuer		to		
Payment document no.		to		
Personnel number		to		
Void reason code		to		
Payment method		to		
Pmnt meth.supplement		to		
Checks from payment run				
Checks from an extract				

Enter further selections as desired. Execute.

List is generated in accordance to selections.

Without line items

With line items

Transaction FCH1 – Display Check Information

AASIS Support Center
   November 2004
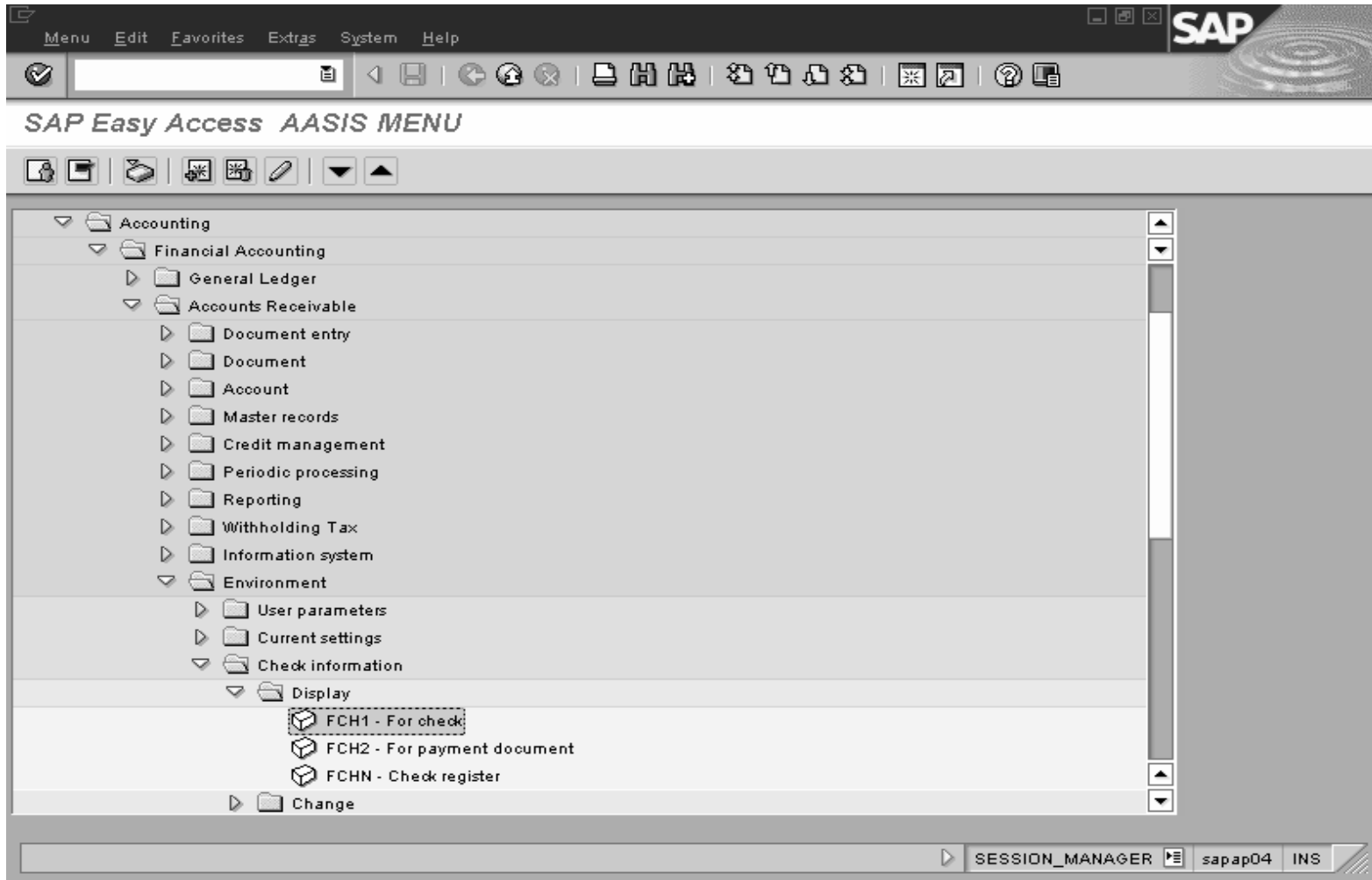
Check   Edit   Goto   Extras   Environment   System   Help

Display Check Information

Paying company code	ARK State of Arkansas

Check data

House bank	treas	Bank Key	
Account ID	trea1	Bank Account Number	
Check Number	510160165		

Enter Paying company code, House bank, Account ID, and check number fields. Click the green check .

4-12

Display Check Information

| Check recipient | Check issuer... | | Accompanying docs | Payment document |

| Paying company code | ARK | Payment document no. | 7010166104 |

Bank details

House bank	TREAS	Bank Key	999999992
Account ID	TREA1	Bank Account Number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

Check information

Check Number	510160165	Currency	USD
Payment date	09/26/2004	Amount paid	41.44
Check encashment	10/01/2004	Cash discount amount	0.00

Check recipient

Name	REYNOLDS RUBBER STAMP CO INC
City	LITTLE ROCK
Payee's country	US

Payment document appears. Use menu or buttons to view related documents and payment information.

Transaction ZWARR_DETAIL
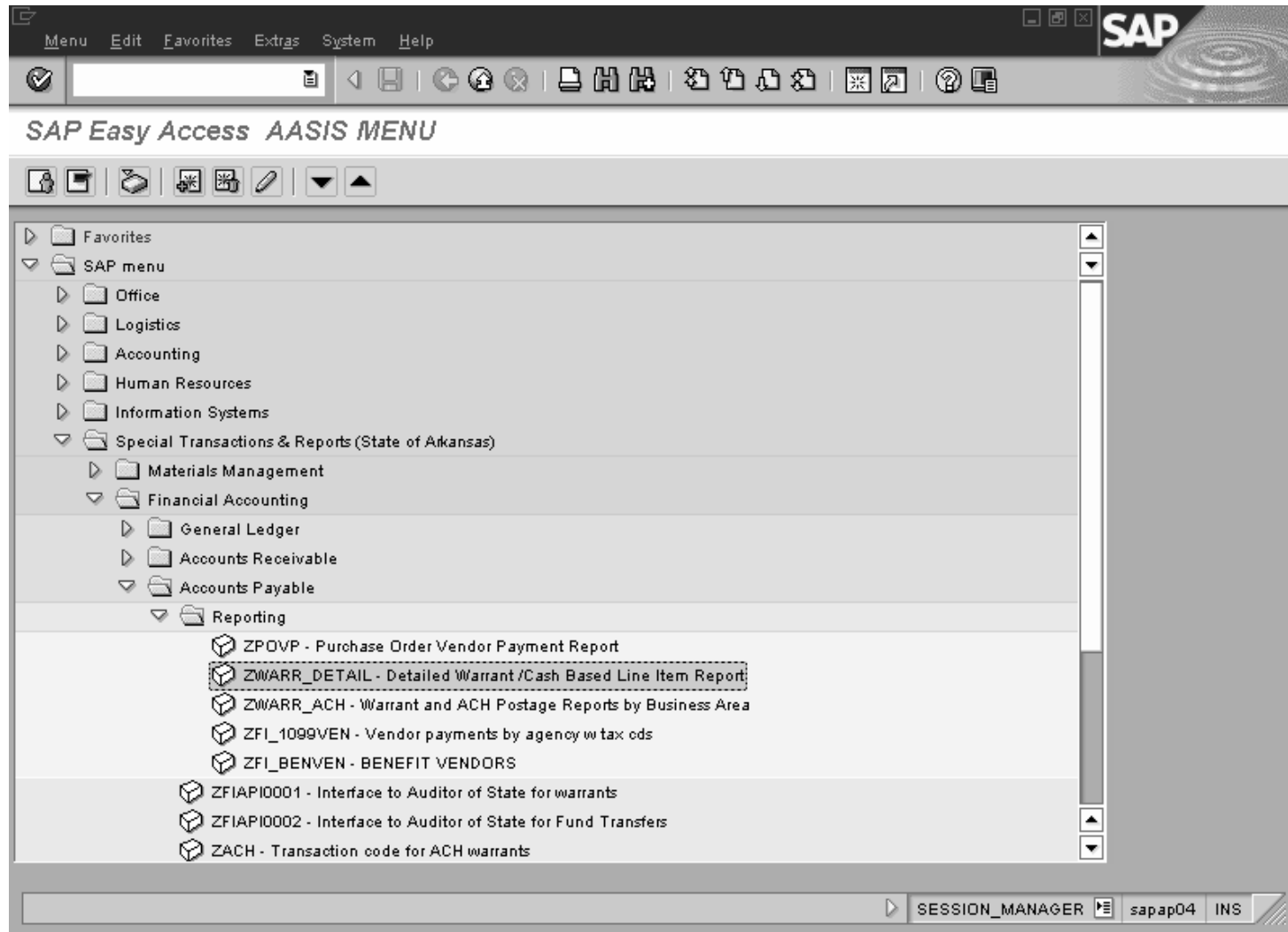
Transaction ZWARR_DETAIL

Transaction ZWARR_DETAIL provides a comprehensive display of details associated with payments.
NOTE: ZWARR_DETAIL is <u>not</u> a real-time report. The report remains static between each refresh which is executed once nightly.

AASIS Support Center
   November 2004

The report details include the following data:

Business Area
Payment Method
Warrant Number
Print Date
Payment doc. Number
Document number/s that generate a warrant
Fund
Funds center
Commitment Item
Cost Center
WBS element
Internal Order

General ledger account number
Total Warrant Amount
Line Amounts making up the warrant
Invoice Amount
Vendor account number
Vendor name
Vendor street address, city and postal code
Reference field
Document date
Posting date
ID
Fiscal Year

CASH based info system Line item report

Selection

Warrant

Agency	0710	to	
Payment method		to	
Fiscal Year	2003	to	
Warrant		to	
Cash date		to	

Document

Document type		to	
Reference		to	
Source Document		to	
Payment		to	
Document date		to	
Posting date	07/01/2002	to	06/30/2002

Line

Fund	pwp6500	to	
Funds Center		to	
Commitment item	5020002	to	

Enter Business area and Fiscal year as a minimum. All other fields are optional.

4-17

CASH based info system Line item report

Other

Run ID		to	
Vendor		to	
Vendor city		to	
Vendor name	←	to	

Handling Voided Warrants

- ◉ No void Warrants
- ○ Void and Normal Warrants together
- ○ Only Voided Warrants

Note: The Vendor Name field selects from the Vendor name field in the list, and is case sensitive. The vendor number field has a match code search that is not case sensitive. Use wild character * to search; i.e., enter *Health* to list all vendors with health in their name.

Click on the execute icon to display the report.

CASH based info system Line item report

Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Vendor Name	Warrant
51135459	055209	RE	Rent of Office Equip	5040007000	419420	COPY SYSTEMS INC	310016387
51135951	Y65045106989	RE	Freight	5020005000	419430	AZTEC SHOPS LTD	310019005
	Y65045106989	RE	Subscriptions Pubs	5090018000	419430	AZTEC SHOPS LTD	310019005
51135952	Y65045106963	RE	Freight	5020005000	419430	AZTEC SHOPS LTD	310019004
	Y65045106963	RE	Subscriptions Pubs	5090018000	419430	AZTEC SHOPS LTD	310019004
51135953	Y65045106973	RE	Freight	5020005000	419420	AZTEC SHOPS LTD	310019006
	Y65045106973	RE	Subscriptions Pubs	5090018000	419420	AZTEC SHOPS LTD	310019006
51135955	Y37779	RE	Other Expenses Svc	5080022000	419400	A'TEST CONSULTANTS INC.	310019232
51135959	Y7415352	RE	Other Expenses Svc	5080022000	419530	EARTHLINK INCORPORATED	310019267
51136344	22-1642	RE	Hauling & Moving Exp	5030007000	419500	DANIEL MOV & STOR CO INC aka A-...	310018740
51139028	Y-RHBLS-02SUM	RE	Tuition & Course Mat	5080007000	419430	UALR STUDENT ACCTS	310027509
51139752	021755	RE	Software/Licenses	5090027000	419400	CPUCO INC	310031661
51139793	733713	RE	Rent of Office Equip	5040007000	419400	ARKANSAS COPIER CTR	310030941
51140916	44764	RE	Freight	5020005000	419430	ELLIOTT & FITZPATRICK INC	310038944
	44764	RE	Subscriptions Pubs	5090018000	419430	ELLIOTT & FITZPATRICK INC	310038944

ZWARR_DETAIL Report is displayed. Use the horizontal scroll bar to see all columns.

ZWARR_DETAIL ▸ sap

4-19
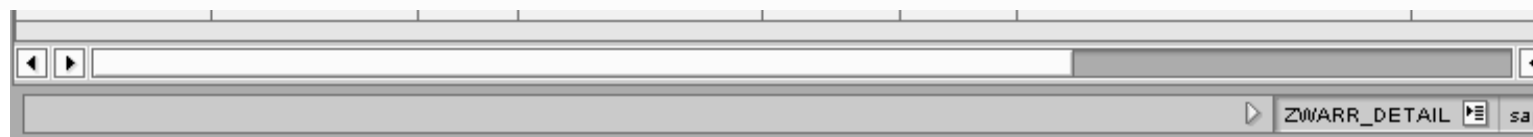
Determining Status of Invoice and Vendor Payments

- S_P99_41000099 Payment List displays exceptions in the payment run along with reason codes.

- Determining the status of an invoice and its accompanying details and related documents is best performed in Transaction FBL1N.

- A user only interested in what invoices remain in open status might use Transaction ZOPENITEMAP.

- To view a vendor's account balance, use Transaction FK10N.

AASIS Support Center
November 2004

Payment List - S_P99_41000099
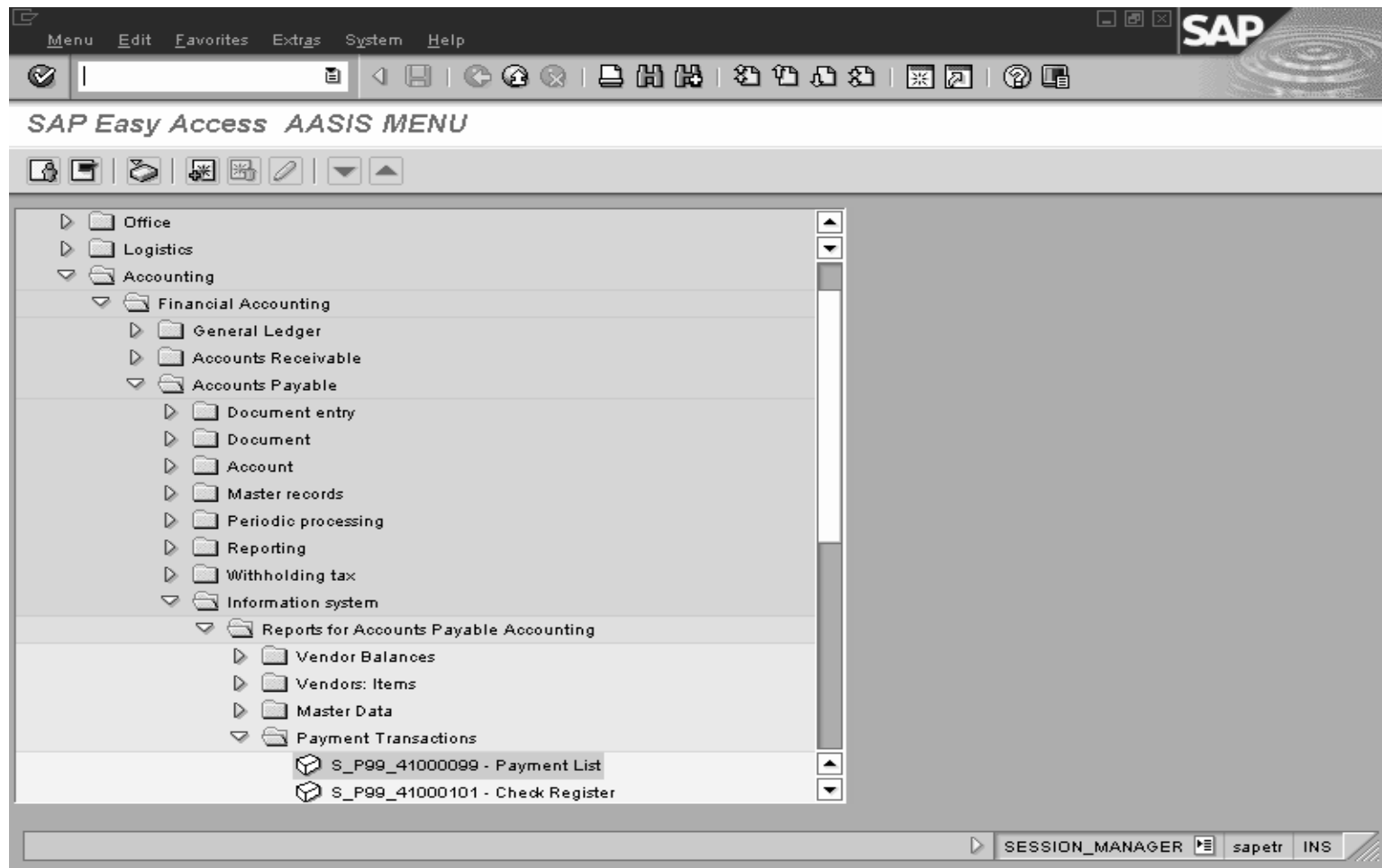
Payment List - S_P99_41000099

Transaction S_P99_41000099 allows a user to view a payment run either as a proposal before the run, or by payments and/or exceptions after a run.

This can assist in troubleshooting an unpaid invoice.

Payment List

Program run date   06/26/2002
Identification feature   NORM
☐ Proposal run only

Company code selection
  Paying company code   ARK
  Sending company code   to   →

| Output control | Selections |

Line item lists
  Maximum no. of address lines   3
  ☐ Summarize data
  ☐ Paid documents
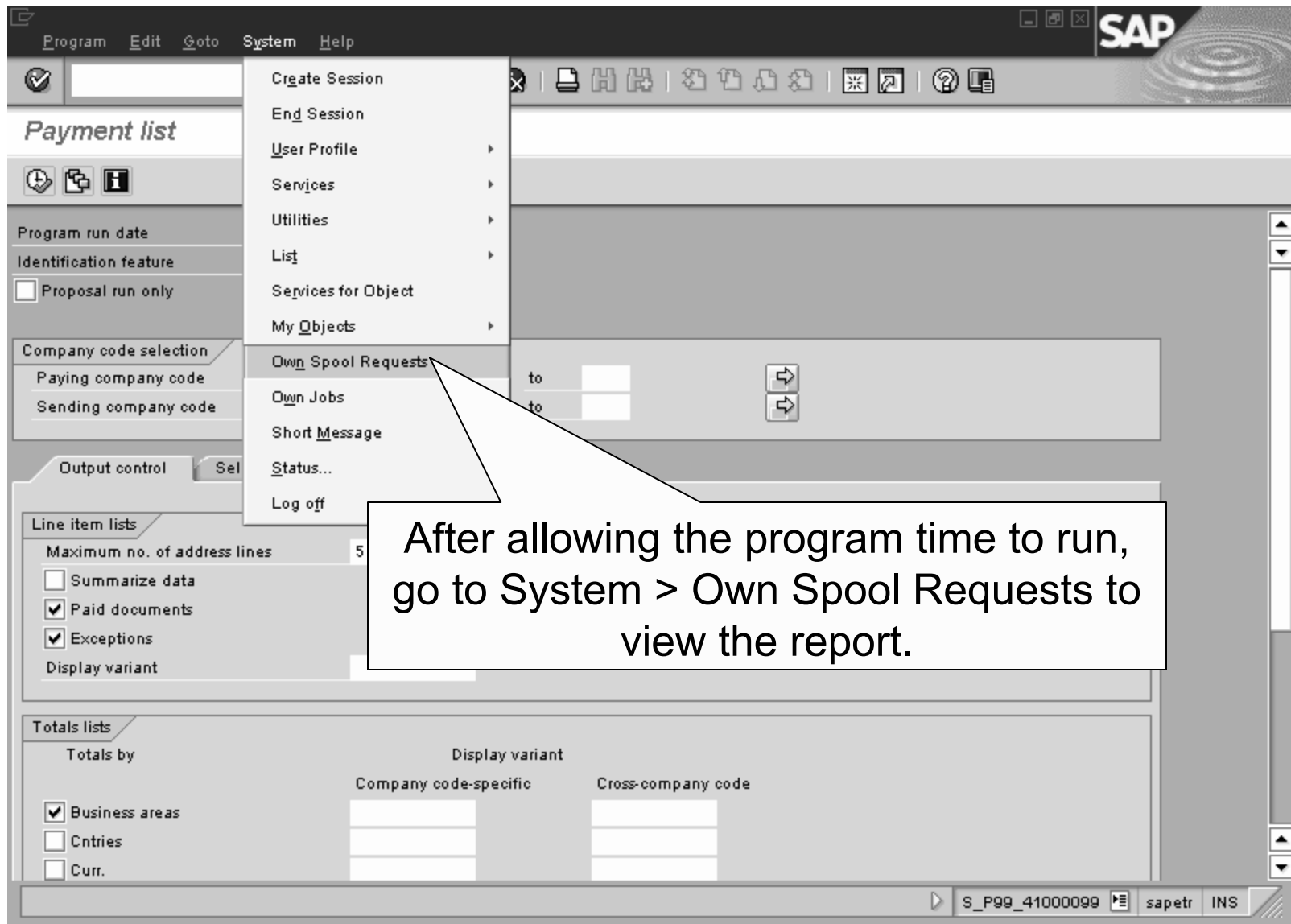 ☑ Exceptions
  Display variant

Totals lists
  Totals by
                              Company code-specific   Cross-company code
  ☑ Business areas
  ☐ Cntries
  ☐ Curr.
  ☐ PmntMeth.
  ☐ Banks

General specific.
  ☐ Display variant maintenance
  Additional heading

Schedule control for payment program
  Print control   →   Print parameters

> Enter Payment run date. Select "norm" for the identification feature. De-select Proposal run only.

> Enter ARK in paying company code.

> To view exceptions only, select Exceptions on the output control tab.

> De-select all other boxes except for Business area under Total lists

4-23

Program Edit Goto System Help

Execute	F8
Execute and print	Ctrl+P
Execute in background	F9
Exit	Shift+F3

Program run date   06/26/2002
Identification feature   NORM
☑ Proposal run only

Company code selection
  Paying company code   ARK
  Sending company code

Output control   Selections

Further selections
  Payment method |▢   to
  Payment method supplement   to
  Accounting clerks   to
  Business area   0710   to
  House bank   to
  Currency   to
  Vendor number   to
  Customer number   to

Selection of exceptions
  Item indicator   to
  Payment block   to

Click on the selections tab.

Enter Business area

Program   Edit   Goto   System   Help

Execute   F8
Execute and print   Ctrl+P
Execute in background   F9
Exit   Shift+F3

Click Program >Execute in Background

Program run date   06/26/2002
Identification feature   NORM
☑ Proposal run only

Company code selection

Paying company code   ARK   to
Sending company code   to

Output control   Selections

Further selections

Payment method | ▣   to
Payment method supplement   to
Accounting clerks   to
Business area   0710   to
House bank   to
Currency   to
Vendor number   to
Customer number   to

Selection of exceptions

Item indicator   to
Payment block   to

4-25

Background Print Parameters   ☒

Output Device   YPCC| ⊡

Number of copies   1

Number of pages
    ⦿ Print all
    ○ Print from page   0   To   0

✓ Properties ✖ 🅷

Specify an output device and click
Properties
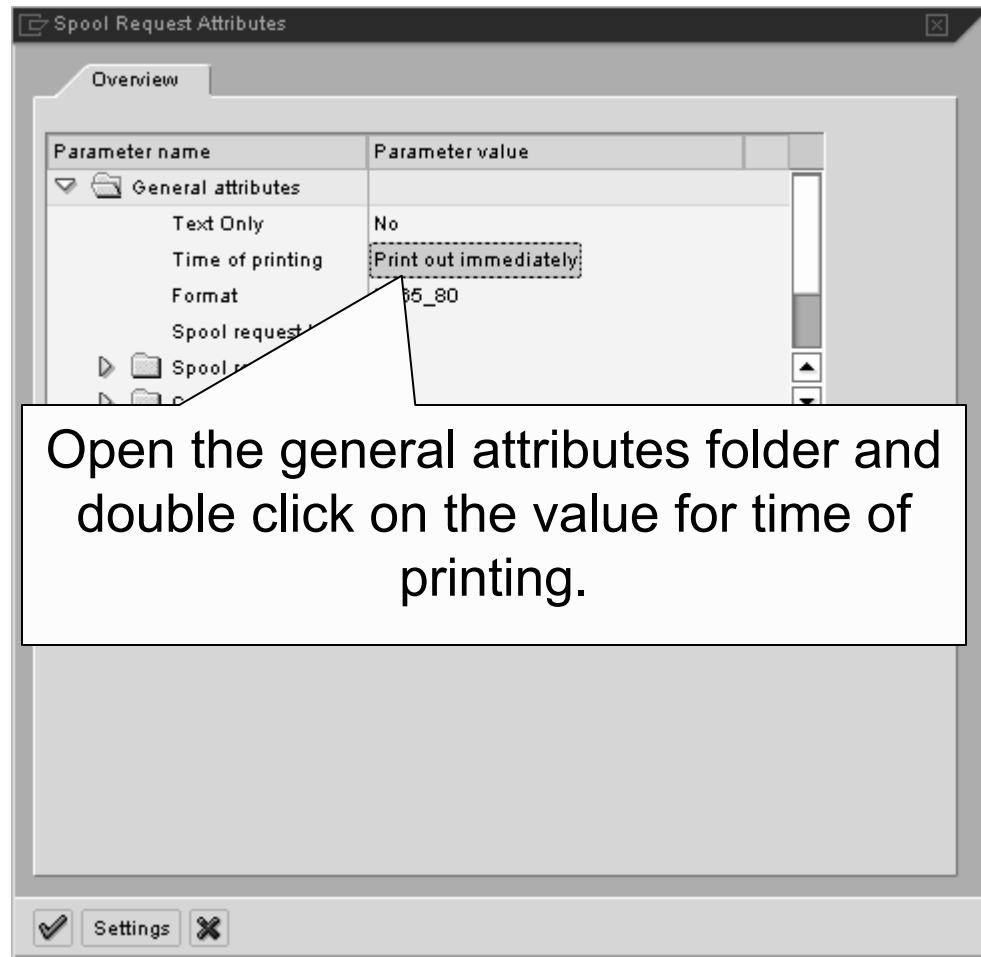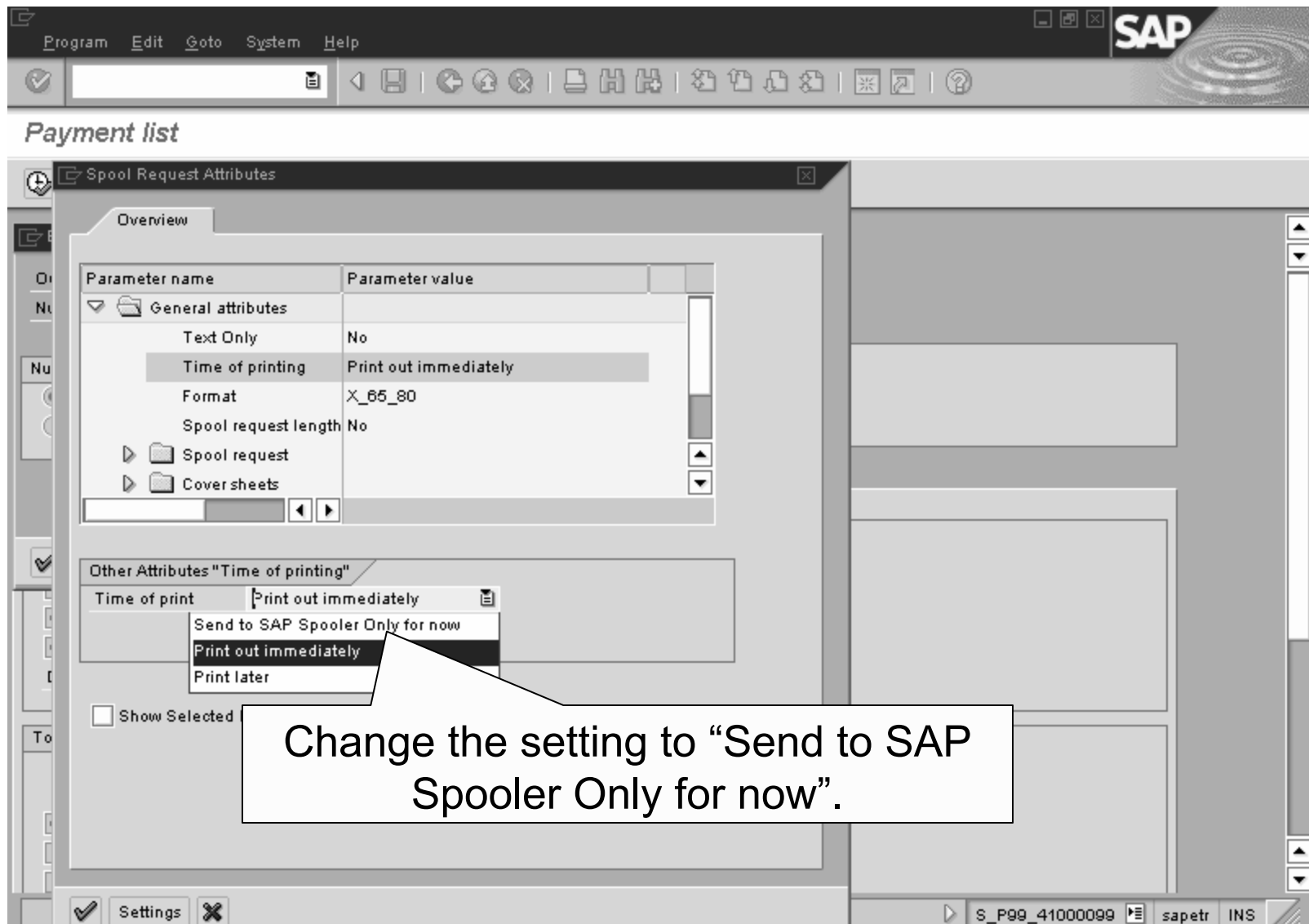
Open the general attributes folder and double click on the value for time of printing.

Change the setting to "Send to SAP Spooler Only for now".

Note the setting change and click the green check.

Click the green check (continue) again and the Start Time box will pop up. Click immediate. Immediate start will be displayed under Date/Time.

Click save. You will be returned to the payment list screen with a message that the background job was scheduled. Note the job name.

After allowing the program time to run, go to System > Own Spool Requests to view the report.

Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title
23945	06/27/2002	16:20	-	63	LIST1S YPCC RFZALI20_JLD

Click the checkbox next to the spool request and click the display icon.

```
Exception              No payment
0710 ARK  8002590594 ZZ  06/19/2002 06/19/2002 0001 31        1,600.00-          0.00        1,600.00- USD   002
```

Error code

```
-Vendor address W071001-              -Payment to-
 Dept of Human Services
 LITTLE ROCK AR  72201
 USA

Exception              No payment
0710 ARK  8002591181 ZZ  06/19/2002 06/19/2002 0001 31          425.00-          0.00          425.00- USD   007

-Vendor address W071001-              -Payment to-
 Dept of Human Services
 LITTLE ROCK AR  72201
 USA

Exception              No payment
0710 ARK  8002591431 ZZ  06/19/2002 06/19/2002 0001 31          193.55-          0.00          193.55- USD   007

* Exceptio
                                                        49,666,404.28-          0.00     49,666,404.28- USD
```

```
State of Arkansas          Payment settlement list for payment run 06/26/2002/NORM         06/27/2002 / 10:49:55
Little Rock                              Legend                                            Users:    JLDEBUSK
Company code: ARK                                                                          Page:     2
```

Err	Message text
001	No pymt possible because items with a debit bal.still exist; see job log
003	Item is blocked for payment
006	No valid payment method found
007	Error in creating the payment document; read job log

Scroll to the bottom of the report to view legend for the error codes. Typical causes of each of the above error codes are: Code 1 indicates a debit balance (more credit than payment due.) Code 3 indicates a document block. Code 6 indicates a payment method is lacking or vendor master record lacks address and/or banking data for automatic payments. Code 7 may indicate a lack of funds available to generate payment.

4-34

Vendor Account Line Items – FBL1N
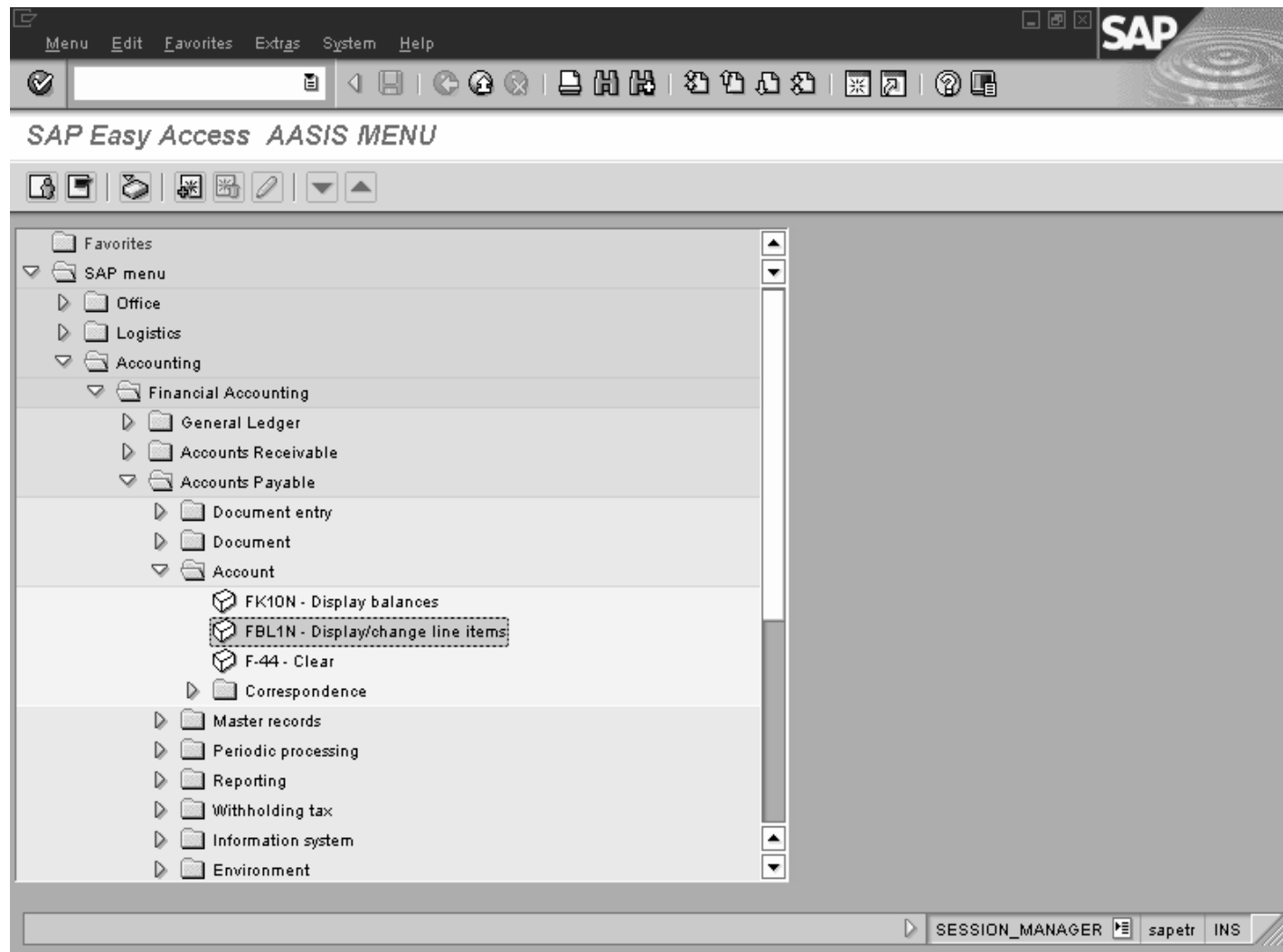
Vendor Account Line Items – FBL1N

Use Transaction FBL1N to view invoices for one vendor, multiple vendors, or by parked, open or cleared status.

Use dynamic selections to further narrow down the query to just what you need to view.

The user may click on a document line and drill down to more detailed information contained in the document.

FBL1N provides numerous features that allow access to information in other invoice-related documents, including check information, purchase order, and purchase order history. It may be sorted, filtered, and subtotaled.

Enter vendor account or use drop-down to select a vendor. Use arrow icon after the Vendor field to select multiple vendors if needed. **NOTE:** Multiple selection is useful when doing business with the same vendor at multiple locations. This feature displays the vendor's multiple locations at one time.

4-37

Line item selection defaults to Open items and today's date defaults in Open at key date. Change selection to Cleared items or All items if desired. Select desired key date or multiple key dates.

Vendor Line Item Display
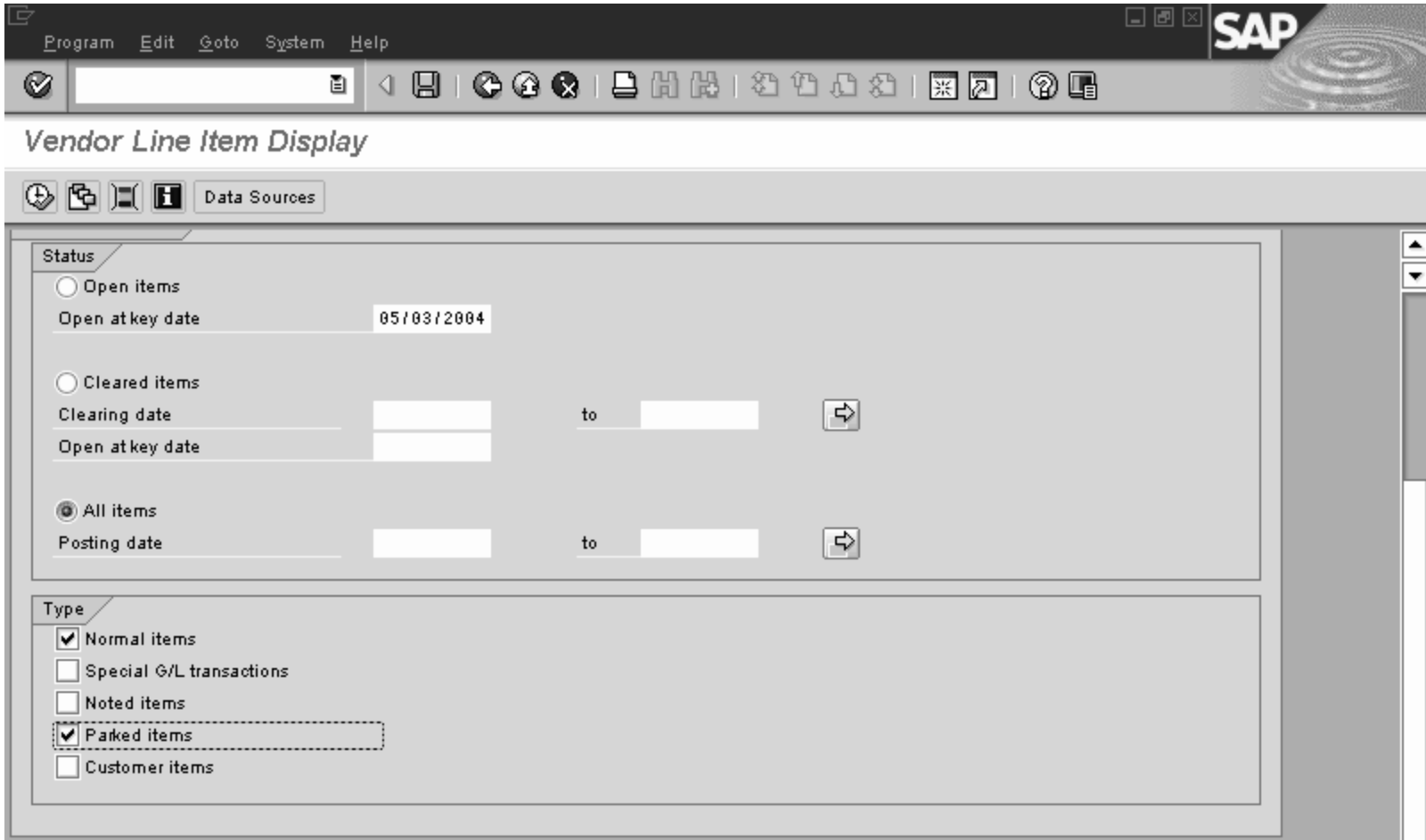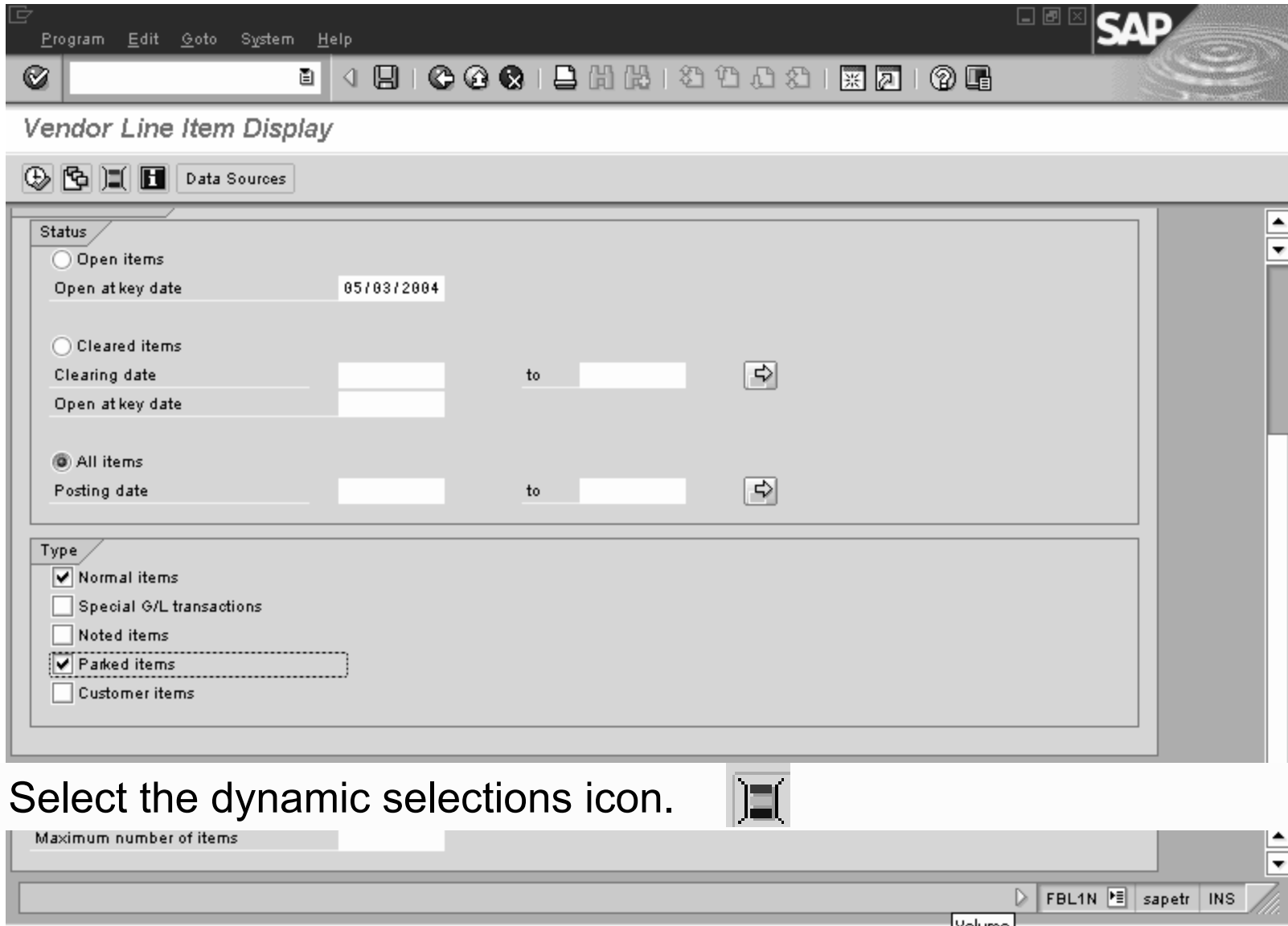
Status
○ Open items
Open at key date   05/03/2004

○ Cleared items
Clearing date   _____   to   _____   ⇨
Open at key date   _____

◉ All items
Posting date   _____   to   _____   ⇨

Type
☑ Normal items
☐ Special G/L transactions
☐ Noted items
☑ Parked items
☐ Customer items

Using the vertical scroll bar, scroll to the bottom of the screen. Select Parked items. **NOTE:** Parked items are not yet posted for payment and do not impact financial data (unless document was parked as complete).

-39

Select the dynamic selections icon.

AASIS Support Center
   November 2004

The dynamic selections will appear at the top of the screen. Make desired selections. Business area is recommended.

Notice the Status legend symbols for open, parked, and cleared.
Notice the due date symbols for Overdue, Due, and Not due.

Open Items List – ZOPENITEMAP
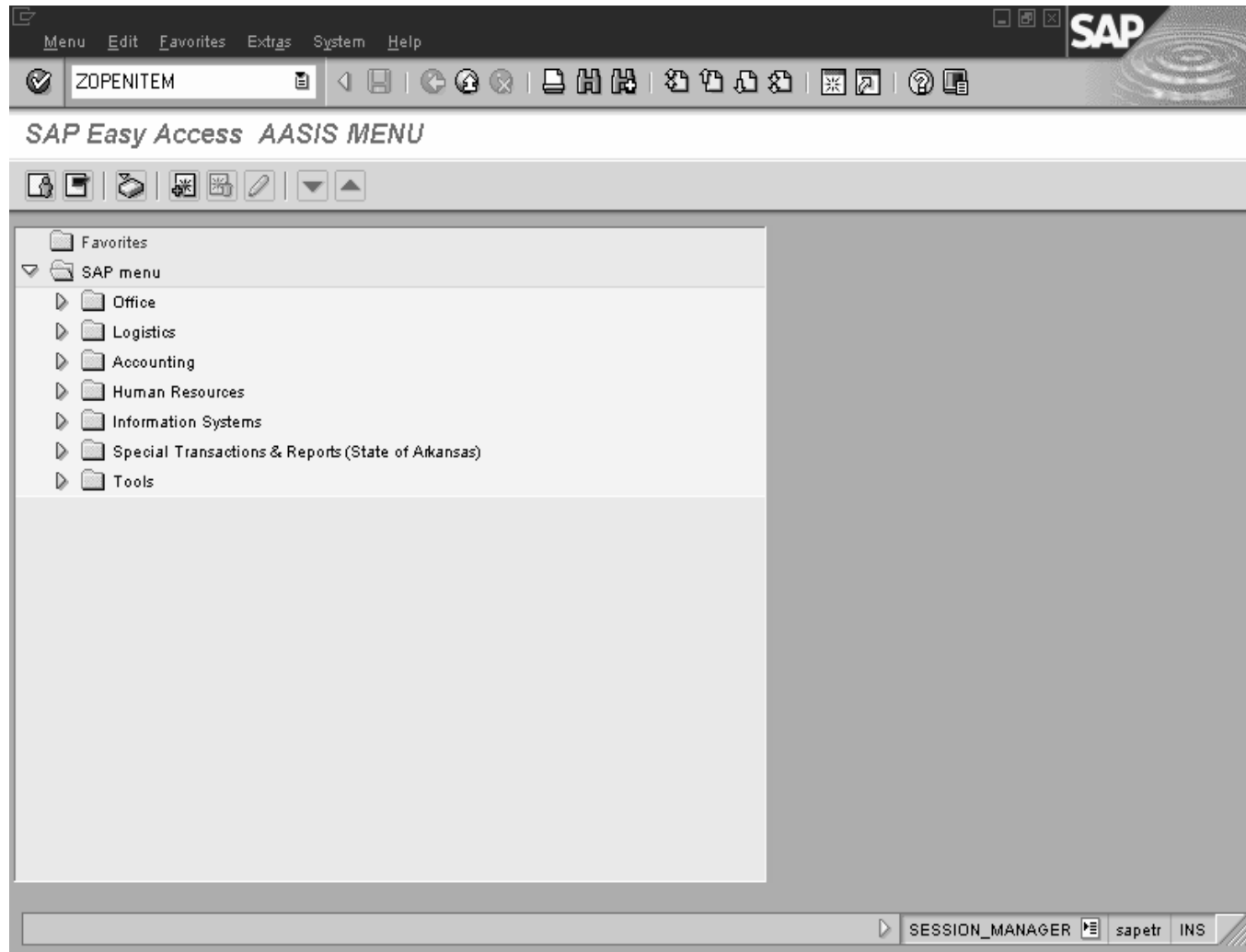
Open Items List – ZOPENITEMAP

Items not yet due to pay or blocked for payment, or items that are generated as exceptions during a payment run remain on the open item list.   Open items may be viewed with Transaction ZOPENITEMAP.

Enter selection criteria. Select further processing options desired.
Click on the Execute icon   .

The list is generated. Scroll over to view more detail.

The baseline date and payment terms decide when the payment will pay. Blocking reasons are displayed. The "R" in the Block Column indicates a logistics block.

Display Vendor Balances – FK10N
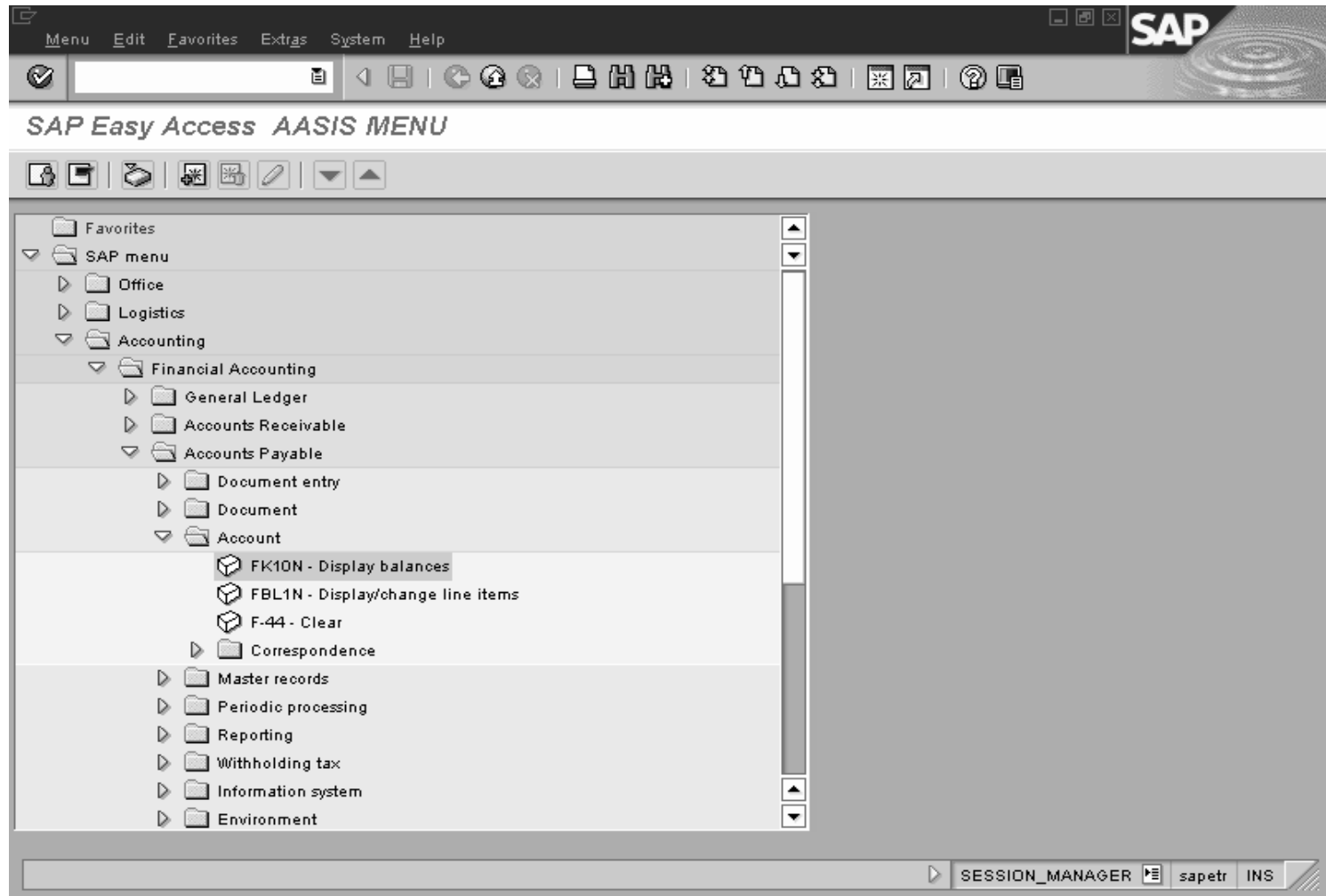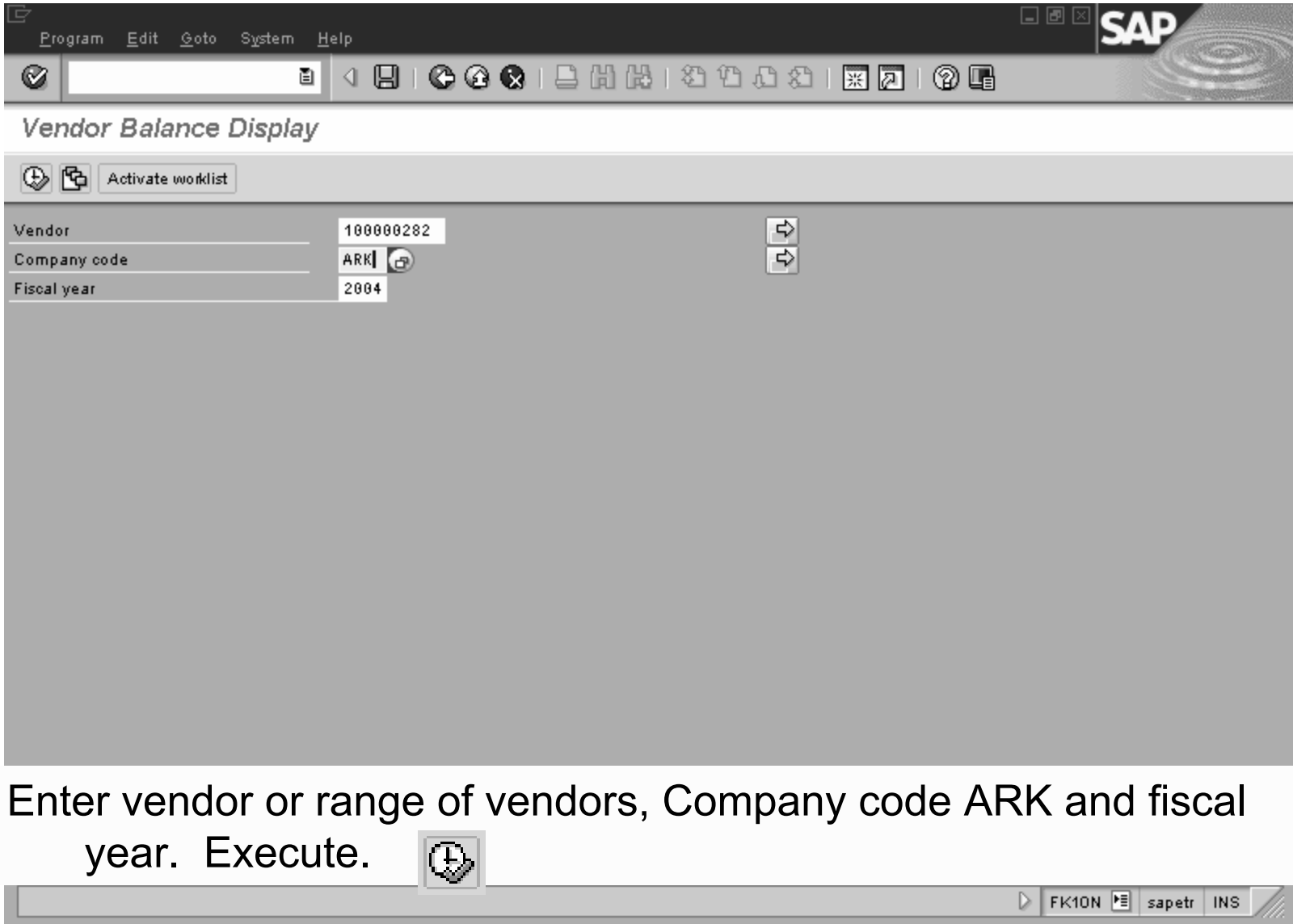
Display Vendor Balances – FK10N

Transaction FK10N allows a user to view all business transacted with a particular vendor by period.

This report allows the user to see a summary of each period or view all line items for each period.

Each line item permits further drilldown into documents.
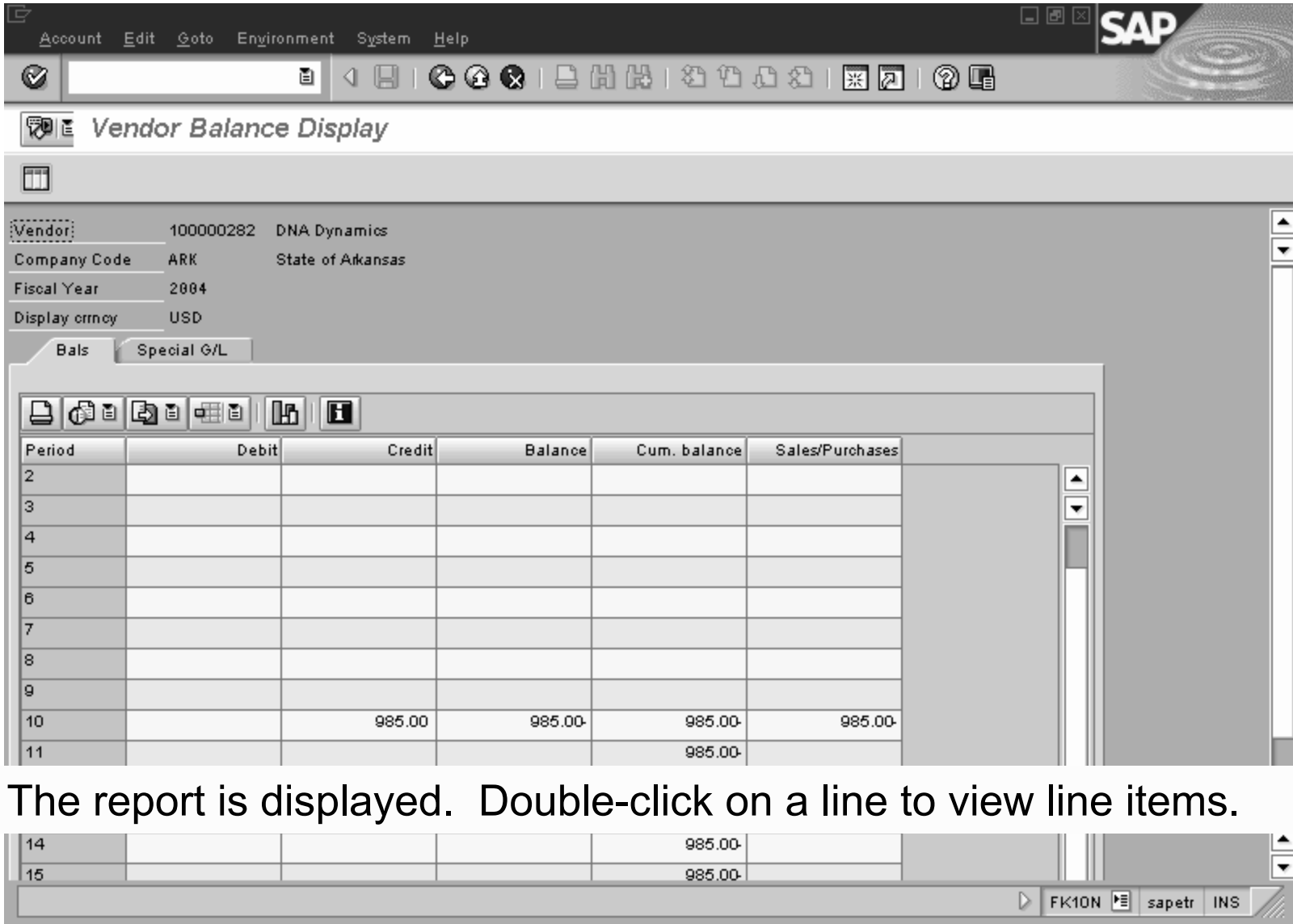
Enter vendor or range of vendors, Company code ARK and fiscal year. Execute.

The report is displayed. Double-click on a line to view line items.

Line items and their status are displayed. Further drill-down is available.
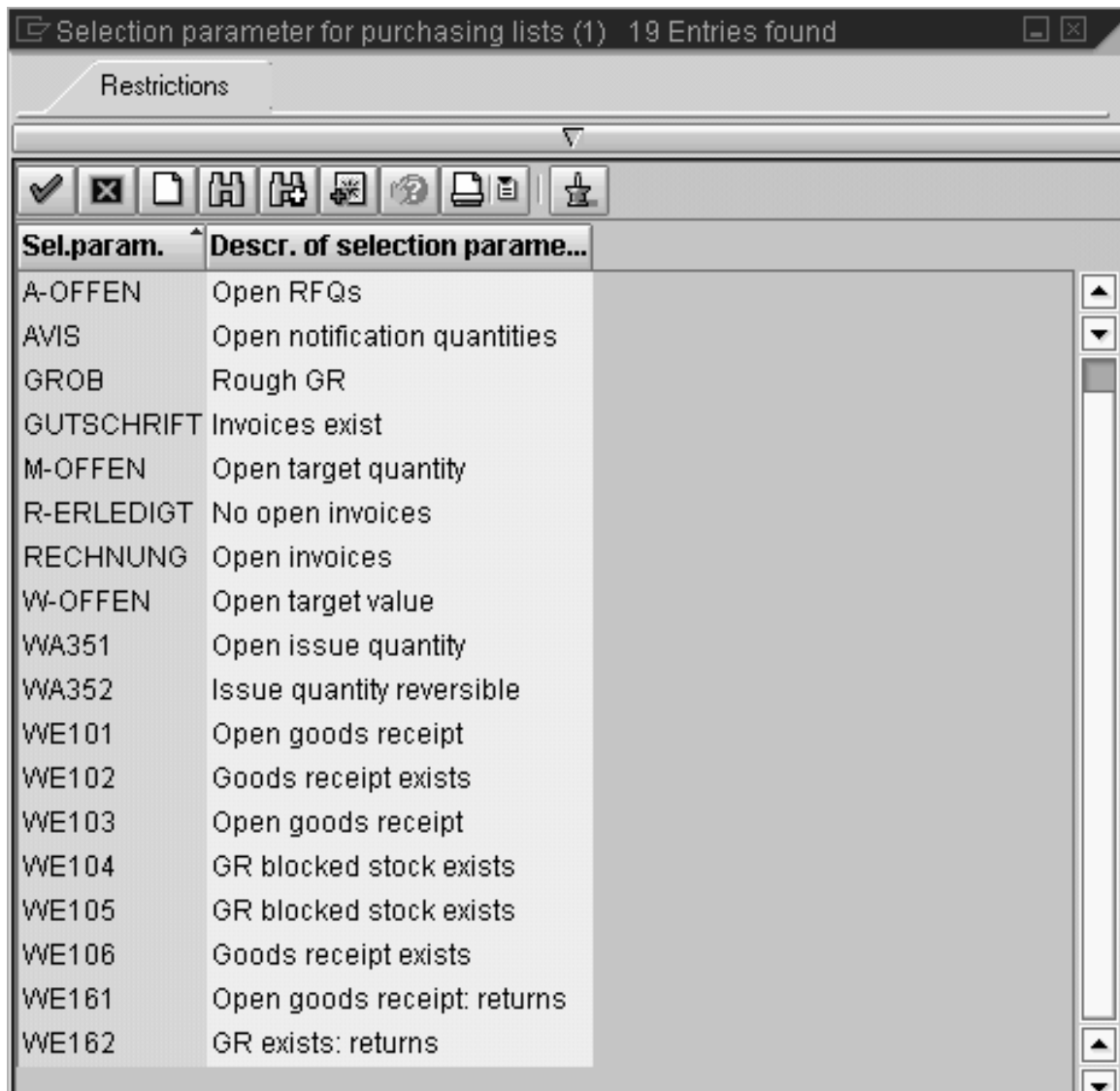
More detail is displayed.

Viewing Purchasing Information

- In addition to viewing the purchase orders, covered in the logistics invoicing section, other purchasing reports are available.

- These displays are ME2K, ME2L, and ME2N. Each resemble each other in their use, but each have some selection variations. ME2K produces a report by Account Assignment. ME2L generates a report by vendor, and ME2N's output is by document number.
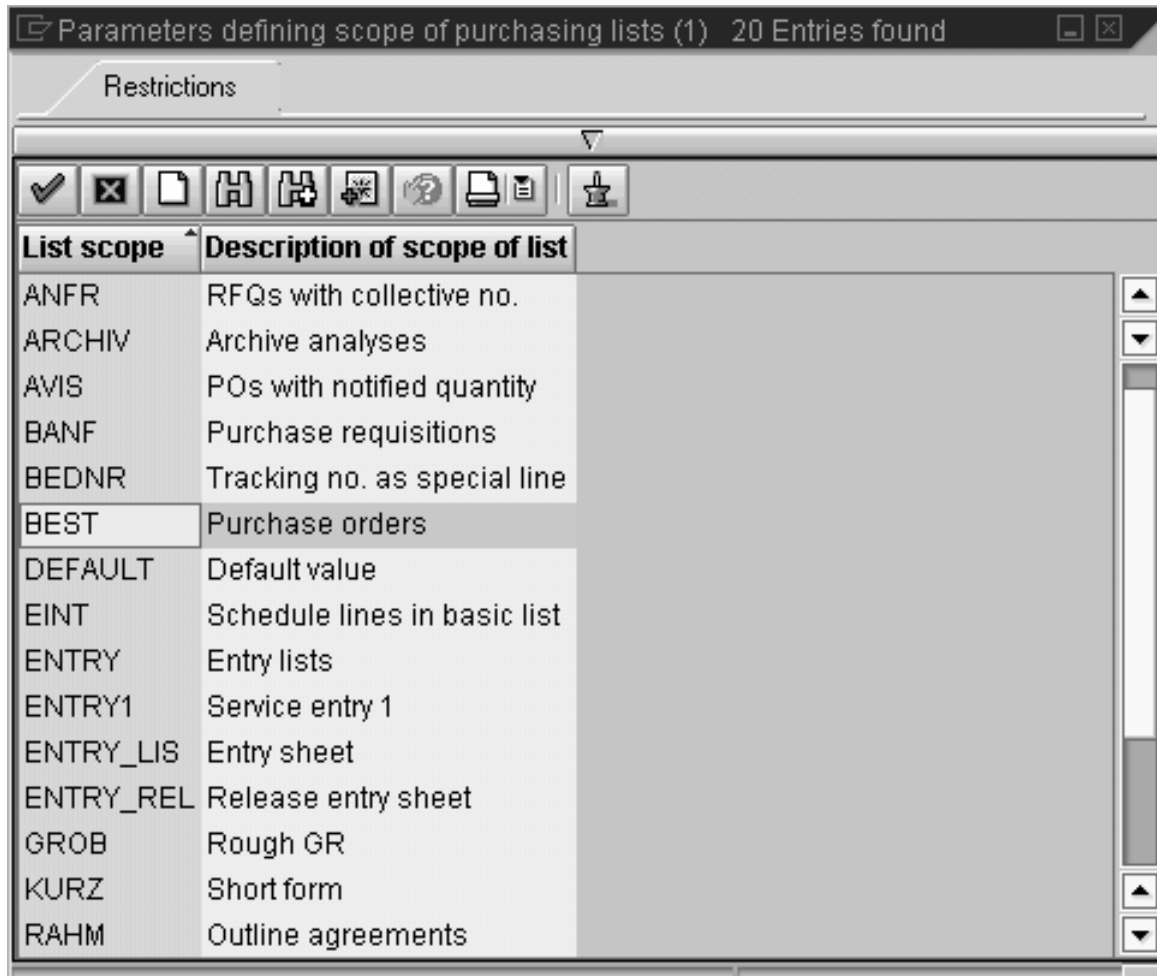
ME2K, ME2L, and ME2N each default with BEST in the Scope of List field. By viewing the drop-down on this field, the user sees that BEST represents Purchase orders.

Sel.param.	Descr. of selection parame...
A-OFFEN	Open RFQs
AVIS	Open notification quantities
GROB	Rough GR
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	GR blocked stock exists
WE106	Goods receipt exists
WE161	Open goods receipt: returns
WE162	GR exists: returns

Selection parameter for purchasing lists (1)   19 Entries found

Restrictions

ME2K, ME2L, and ME2N each allow selection parameters as seen
    above.

AASIS Support Center
   November 2004

ME2K, ME2L, and ME2N each produces a report that allows for drilldown into documents.